




MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Office of Health Care Quality

7120 Samuel Morse Drive, 2nd Floor, Columbia MD, 21046

To: All Nursing Homes

From: Margie Heald, Deputy Director, Federal Programs 

Date: March 11, 2019

Re: Implementation of OHCQ's Electronic Change of Ownership (CHOW) Process

The Office of Health Care Quality's (OHCQ) Long-Term Care Unit ensures that State licensure and Medicare/Medicaid standards are maintained for nursing homes. Part of the licensure standards is that OHCQ is informed of any nursing home facility's changes in ownership (CHOW). If the sale, transfer, assignment, or lease of a facility causes a change in the person or persons who control or operate the facility, the facility shall be considered a "new facility." The transfer of any stock which results in a change of the person or persons who control the facility, or a 25 percent or greater change in any form of ownership interest, constitutes a sale (COMAR 10.07.02.03). Per COMAR 10.07.02.03, when a CHOW occurs the new ownership shall conform to all regulations applicable at the time of transfer of the nursing home facility's operations.

OHCQ must be notified of any changes to the person or persons controlling or operating the facility through submission of a completed CHOW Application. Beginning March 25, 2019, all CHOW applications and documents must be submitted electronically through the Office of Health Care Quality Long Term Care CHOW Dashboard:

<https://app.smartsheet.com/dashboards/ccHh455hgWv8MfQVXHF4rH3c63J72HGm3xrqQ4P1>

The electronic CHOW Application Submission will allow for a user-friendly experience that streamlines the CHOW Application process. It is recommended that completed CHOW applications be submitted 60 days prior to the Facility's CHOW. All required CHOW Application documentation must be received before processing can begin. To expedite the process, please ensure that the CHOW application and all required documentations have current information, dates, and signatures.

The electronic submission form requires the Facility to designate a Person of Contact. The Facility's Person of Contact must provide a current telephone number and email address.

The Facility's Person of Contact will be sent all communications regarding the CHOW Application process. Incorrect or incomplete CHOW applications and documentations will be returned to the Facility's Person of Contact for revision and/or completion and resubmittal.

More information and resources regarding the CHOW process can be found on the

[Office of Health Care Quality Long Term Care CHOW Dashboard](#)

<https://app.smartsheet.com/dashboards/ccHh455hgWv8MfQVXHF4rH3c63J72HGm3xrqQ4P1>

This transmittal can be found on OHCQ website under the Transmittals section of the Long Term Care Tab (<https://health.maryland.gov/ohcq/ltc/Pages/Transmittals.aspx>). If you have any questions regarding this transmittal, please contact Margie Heald, Deputy Director, Federal Programs, 410-402-8101, margie.heald@maryland.gov.